

# **JOB ANNOUNCEMENT**

**POSITION:** Chief Probation Officer I  
**STEP RANGE/SALARY:** 55 - 63 \$21.61 (minimum) to \$26.84 (midpoint)  
**LOCATION:** Sixth District Juvenile Court  
**TYPE OF POSITION:** Full time, with benefits  
**CLOSING DATE:** September 29, 2006 at 5:00 p.m.

**DIRECT APPLICATIONS TO ANY ONE OF THE FOLLOWING:**

Brent Bowcutt  
Trial Court Executive  
Sixth District Court  
895 E. 300 N.  
Richfield, UT 84701  
435-896-2710 (phone)

**TYPICAL DUTIES:** Under general direction of the Court Executive, manages the operations of the probation and intake functions for the sixth district. Oversees evaluation, development, and implementation of services and programs.

- Directs operations and provides leadership for probation/intake staff and services; establishes procedures and standards for compliance with legal requirements;
- Evaluates and recommends changes in programs, policies and procedures, and operations; monitors work flow, case processing and workload;
- Participates as a member of the district management team in evaluating, planning and implementing programs; maintains liaison in coordinating activities with judges and the clerk of court.
- Represents district in various interagency activities; i.e., law enforcement, education, human services, local communities and other public agencies and organizations; acts as probation liaison
- Projects required staffing levels; assists the court executive with budget preparation and monitoring;
- Participates as member of statewide committees, task forces etc. as appropriate.
- Directs staff training and skill development programs;
- Performs other related administrative and management duties as assigned.

**REQUIRED QUALIFICATIONS:** Bachelor's degree in the behavioral sciences or related field plus six years of experience as a juvenile probation officer or working with delinquent youth, and proven supervisory skills and ability.

A Master's degree in judicial, public, or business administration or directly related field may be substituted for two years of experience.

**SPECIAL REQUIREMENTS:** PO III certification is preferred for promotion. Individuals promoted without having attained PO III certification shall certify at that level within eighteen months of promotion in order to be retained in the position. A valid Utah driver's license is required. \* **Some extensive travel is required.**

**APPLICATION PROCESS:** Those interested should submit a resume of background and accomplishments which indicates compliance with minimum qualifications and specific aptitude for this job, such as proven supervisory skills and abilities. An official court's application, which can be downloaded from [www.utcourts.gov](http://www.utcourts.gov), should also be submitted.

Sixth District Juvenile Courts covers six counties, with a total population of 60,000, three offices, one judge, twelve probation staff. The position is based in rural Utah out of Richfield City, near three national parks including Zions, Bryce Canyon and Capital Reef.

*The Utah State Courts are equal opportunity employers. The Courts comply with all state and federal laws prohibiting unlawful discrimination and provide reasonable accommodation to disabled individuals as required by the ADA.*